



ICC Advisor's Report
Wednesday, October 19, 2016

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<http://www.deanza.edu/clubs>

Office Hours: Sign up on ICC Officers Door
Tu/W/Th: 10:30 am - 11:30 am
Th: 2:30 pm - 3:30pm

If I am not in the ICC Office, Please check inside the
Office of College Life

(New Info is in bold text)

F.Y.I

1. **CLUB DAY: GREAT Club Day! Lots of energy!! I would like to recommend that clubs who didn't not have a club banner to fill out an ICC Budget Request Form (#1 slot in Revolving Literature Rack) and request up to \$150 for a banner. Bring a club banner design with the budget request and a print out of your club account to the ICC Agenda Meeting on Mondays at 1:30 pm – 2:25 pm Student Council Chamber B/C. Only one club banner funded by ICC per year is allowed. ICC uses Advantage Grafix www.advantagegrafix.com 10161 S. De Anza Blvd. Cupertino (408) 446-0915 ben@advantagegrafix.com for the ICC Table top banner.**
2. **Club Events: Please see me if your club is planning an event so I can review the Event Planning Request Form. I will initial the form. I have One Day Parking Permits for guest speakers.**
3. **De Anza Requisitions: Please remember to include the date of club event, # of club members attending event when requesting reimbursement for Refreshments.**
4. **Off Campus Events: Please use the District Waiver Form and Off Campus Form for club off campus events when you are using the Club name and/or club funds. Forms are available in the Revolving Literature Rack located outside the Student Accounts/Office of College Life Office.**
5. **ICC Meeting, Club Name Placards: At the end of each ICC Meeting, please return all Club Name Signs on the attendance sheets tables.**

Sign Up on Clipboards at ICC Meeting / Office of College Life Bulletin Board

- ❖ **Making Strides Against Breast Cancer – Saturday Oct 29. San Jose**
- ❖ **New Student Orientation Classes Student Volunteers**

ICC Important Dates

- Nov 5 De Anza Flea Market
- Nov 10 ICC Dance “Neon Party” 7:00 pm – 10:00 pm, Conference Room A & B